



November 9, 2011

Dear Borough of Rosslyn Farms Resident:

Beginning on January 1, 2012, ACT 32 takes effect which makes all Pennsylvania employers responsible for withholding local earned income taxes from employee paychecks. This is the 1% that is paid by all wage earners. Half of the taxes collected go to the Borough of Rosslyn Farms and the other half go to the Carlynton School District. We are asking for your assistance to ensure that the local earned income taxes deducted from your paychecks are received by the Borough of Rosslyn Farms and the Carlynton School District for the benefit of your family and the respective agencies.

To prepare for this change, all employees are required to file a *Residency Certification Form* with their employer. The six digit political subdivision code (PSD Code) that you place on this form determines which municipality and school district receives your income tax payment. It is therefore essential that this code be entered correctly. The six digit Code for the Borough of Rosslyn Farms and the Carlynton School District is **730403**.

Please complete the remainder of Section 1, entitled "Employee Information Resident Location", and sign to certify that the information is correct in Section 3. Your employer is responsible for completing Section 2. An extra *Residency Certification Form* is included with this letter in case there is an additional wage earner in your household. Additional forms can be found at www.jordantax.com/act32. Please be advised that every wage earner must submit a form.

If you do not complete and submit this *Residency Certification Form*, there is a strong possibility that your taxes may be directed to another municipality and school district. Should this be the case, you will be responsible for paying the taxes to the Borough of Rosslyn Farms and Carlynton School District. In addition, you will be subject to penalties and interest. As a reminder, 4th quarter and 2011 year-end earned income submissions will still need to go to Tax Collector Ed Adams.

If your employer's payroll department is unfamiliar with this form, please suggest they contact Jordon Tax Service at 412-345-7966. **Please submit this form to your employer as soon as possible.** This will allow us to continue to deliver quality services that you and your family expect in the Borough of Rosslyn Farms.

Thank you for your cooperation in this very important matter

Very truly yours,

Kathleen Green
President of Council

Samuel A. Maccarone
Secretary/Treasurer

Borough of Rosslyn Farms . 200 Rosslyn Road . Carnegie, Pennsylvania 15106

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LOCAL EARNED INCOME TAX RESIDENCY CERTIFICATION FORM

TO EMPLOYERS/TAXPAYERS:

This form is to be used by employers and/or taxpayers to report essential information for the collection and distribution of Local Earned Income Taxes. This form must be utilized by employers when a new employee is hired or when a current employee notifies employer of a name and/or address change.

EMPLOYEE INFORMATION - RESIDENCE LOCATION				
NAME (Last, First, Middle Initial)			SOCIAL SECURITY NUMBER	
FIRST LINE OF ADDRESS (If PO Box, please include actual street address)				
SECOND LINE OF ADDRESS				
CITY	STATE	ZIP CODE	DAYTIME PHONE NUMBER	
MUNICIPALITY (City, Borough, Township) ROSSLYN FARMS BOROUGH				
COUNTY ALLEGHENY	PSD CODE 7 3 0 4 0 3		TOTAL RESIDENT EIT RATE 1.0%	

EMPLOYER INFORMATION - EMPLOYMENT LOCATION			
EMPLOYER NAME (Use Federal ID Name)			EMPLOYER FEIN
FIRST LINE OF ADDRESS (If PO Box, please include actual street address)			
SECOND LINE OF ADDRESS			
CITY	STATE	ZIP CODE	PHONE NUMBER
MUNICIPALITY (City, Borough, Township)			
COUNTY	PSD CODE		MUNICIPAL NON-RESIDENT EIT RATE

CERTIFICATION	
SIGNATURE OF EMPLOYEE	DATE
PHONE NUMBER	EMAIL ADDRESS

For information on obtaining the appropriate MUNICIPALITY (City, Borough, Township), PSD CODES and EIT (Earned Income Tax) RATES, please refer to the Pennsylvania Department of Community & Economic Development website:

www.newPA.com
 Select Get Local Gov Support, >Municipal Statistics